

CALIFORNIA PRISON HEALTH CARE SERVICES (PLATA-CDCR)



PERSONNEL SUPERVISOR I
KY30/1304 – Exam Code: 8RC10-01
PERSONNEL SUPERVISOR II
KY25/1314 – Exam Code: 8RC10-02
SENIOR PERSONNEL SPECIALIST
KY36/1317 – Exam Code: 8RC10-03



PROMOTIONAL – SPOT FOR SACRAMENTO CONTINUOUS TESTING

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

EXAMINATION BASE	DEPARTMENTAL FOR: California Prison Health Care Services (Plata) only (excluding California Department of Corrections and Rehabilitation) Promotional spot examination for Sacramento			
WHO SHOULD APPLY	COMPETITION LIMITED TO STATE EMPLOYEES Applicants must have a permanent civil service appointment with the California Prison Health Care Services (Plata) OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. Applicants who meet the minimum qualifications <u>and</u> who <u>have not</u> previously tested for the Personnel Supervisor I, Personnel Supervisor II and/or Senior Personnel Specialist examinations with the California Prison Health Care Services within the last 12 months may apply for the examinations as indicated below.			
HOW TO APPLY	Submit Examination Application (Std. Form 678) <table><tr><td><u>By mail with:</u> California Prison Health Care Services (Plata-CDCR) Selection Services Section ATTN: Kathy Hensley P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 319-9204</td><td>or</td><td><u>In person with:</u> California Prison Health Care Services (Plata-CDCR) Selection Services Section ATTN: Kathy Hensley 501 J Street, Suite 350 Sacramento, CA 95814 (916) 319-9204</td></tr></table> If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the application deadline to the same street address as listed above for the Selection Services Section. If you meet the entrance requirements for Personnel Supervisor I, Personnel Supervisor II, or Senior Personnel Specialist, you may file for one or more examinations on a single application. However, you must list the examination title(s) of each examination you wish to file for and you will only be considered for the examination(s) that you have listed on your application. Note: Only applications with an original signature will be accepted. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD	<u>By mail with:</u> California Prison Health Care Services (Plata-CDCR) Selection Services Section ATTN: Kathy Hensley P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 319-9204	or	<u>In person with:</u> California Prison Health Care Services (Plata-CDCR) Selection Services Section ATTN: Kathy Hensley 501 J Street, Suite 350 Sacramento, CA 95814 (916) 319-9204
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(Continued on reverse side)

Final Filing Date: Continuous

APPLICATION DEADLINE/TESTING PERIOD	Applications will be accepted on a continuous basis and applicants will be notified and tested as needs warrant. The testing period for these examinations is 12 months. You may file and take the examination(s) at any time. Once you have taken the examination, you may not re-apply for 12 months.		
SALARY RANGES	Personnel Supervisor I \$3658 - \$4446	Personnel Supervisor II \$4025 - \$4892	Senior Personnel Specialist \$3658 - \$4446
	NOTE: Salaries are current as of July 1, 2007		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All Applicants must meet the minimum qualifications for this examination at the time of filing.		
MINIMUM QUALIFICATIONS	<p><u>Personnel Supervisor I</u> One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.</p> <p><u>Personnel Supervisor II</u> One year of experience in the California state service performing the duties of a Personnel Supervisor I or a Personnel Services Supervisor II.</p> <p><u>Senior Personnel Specialist</u> One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.</p> <p><u>All Levels</u> Additional Desirable Qualifications: Familiarity with automated systems.</p>		
EXAMINATION INFORMATION	<p style="text-align: center;"><u>EDUCATION AND EXPERIENCE WEIGHTED 100%</u></p> <p>This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>		
ELIGIBLE LIST INFORMATION	<p>A departmental promotional spot eligible list(s) will be established to fill vacancies for the California Prison Health Care Services (Plata) in Sacramento. Names of successful competitors are merged into existing eligible list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions list(s) warrant a change in this period.</p> <p>For each classification listed above, a separate list will be established.</p>		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.		
POSITION DESCRIPTIONS	<p><u>Personnel Supervisor I</u> As a Personnel Supervisor I, under general supervision, the incumbent supervises a staff of Personnel Specialists performing personnel/payroll transaction functions. There may be functional supervision of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff</p> <p><u>Personnel Supervisor II</u> As a Personnel Supervisor II, through subordinate supervisors, the incumbent plans, organizes, and directs the work of the department's transactions program. There may be functional supervision over lower-level Personnel Specialists in geographically separated locations.</p>		

POSITION DESCRIPTIONS CONTINUED	<p>Senior Personnel Specialist</p> <p>As a Senior Personnel Specialist, under general direction, the incumbent serves as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a staff specialist, the incumbent researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, develops and revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; serves as a coordinator for a variety of personnel-related programs, e.g., FMLA, and may act in a lead role (i.e., training, workload, etc.)</p> <p>Positions exist with the California Prison Health Care Services (Plata) in Sacramento.</p>
VETERANS POINTS/CAREER CREDITS	<p>Veteran's preference points and career credits <u>are not</u> granted in promotional examinations.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the **California Prison Health Care Services (Plata), Selection Services Section at (916) 445-1419** three weeks after mailing his/her application if he/she has not received a progress notice.

Applications are available at the California Prison Health Care Services (Plata) offices, local offices of the Employment Development Department and the State Personnel Board. The application can also be downloaded from the State Personnel Board website at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Prison Health Care Services (Plata) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the departmental personnel offices or at the information counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CALIFORNIA PRISON HEALTH CARE SERVICES (PLATA) TESTING INFORMATION CALL (916) 445-1419
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cphcs.ca.gov

(THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS)